



Job Opportunity

State Controller's Office

Position: Program Technician

Statewide

Location: Division of Collections
3301 C Street, Suite 712, Sacramento, CA 95816

Issue Date: September 15, 2006

Final Filing Date: Until Filled

Contact/Telephone:

Richard Garcia, (916) 323-8472

Who May Apply: Individuals who are currently in this classification, eligible for lateral transfer or promotion, or reachable on a certification list. SROA/Surplus candidates are encouraged to apply.

* Free Parking Provided

California Relay Service: 1-800-735-2929

Position Number(s): 051-550-9927-091
Ref 0915.RPT1

Please call (916)323-3055 to request reasonable accommodations

Scope of the Position:

With general supervision provided by the Supervising Program Technician III, the Program Technician is responsible for the less difficult review and processing of unclaimed property reports received. Duties include, but are not limited to the following:

Duties and Responsibilities:

Candidates must perform the following essential functions with or without reasonable accommodations

- Review the less difficult unclaimed property reports for compliance to Unclaimed Property law, regulations and reporting procedures;
- Take necessary action to correct reporting deficiencies, which may include contacting holders or administrators of unclaimed property;
- Using PC applications, enter, edit, and maintain pertinent data that is used to track the status of unclaimed property reports;
- Assist with various special projects and assignments, which involve database queries, research of files, preparation of lists, etc;
- Prepare reports for processing to dock storage and State Records Centers;
- Answer telephone inquiries from holders of Unclaimed Property.

Applications will be screened and only the most qualified will be interviewed



The State Controller's Office is committed to providing equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, gender, disability, religious or political affiliation, age, or sexual orientation.



How to Apply:

All hires will be subject to a background check.

For permanent positions, SROA and Surplus candidates should attach "surplus letters" to their application. Failure to do so may result in your application not being considered.

Please submit a STD. 678 State Application and Résumé to:

State Controller's Office

Division of Collections
3301 C Street, Suite 712
Sacramento, CA 95816

Attn: Richard Garcia

Reference Number 0915.RPT1, 051-550-9927-091 (Candidate must indicate this Reference Number on resume and in the box marked "Examination or Job Title for which you are applying" on the front page of the Employment Application STD 678).